

**STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182**

PROVIDER ENROLLMENT & SCREENING
PROPOSALS ARE DUE NO LATER THAN 2/11/2013 at 5:00 P.M. CST

RFP #: 2045

BUYER: Division of Medical
Services

POC: Mark Close
EMAIL:
Mark.Close@state.sd.us

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Social Services (DSS), Division of Medical Services is the state agency responsible for the administration of the South Dakota Medicaid program, a medical assistance program established by Title XIX of the Social Security Act of 1965.

42 CFR Parts 424 and 455 establish new procedures regarding Medicaid Provider Enrollment that are designed to improve program integrity and prevent fraud, waste and abuse. DSS is requesting proposals for one or more Contractors to provide screening services to facilitate provider enrollment by DSS staff that will meet requirements of federal regulations.

The successful Contractor will be responsible for providing credentialing verifications, and database checks. The Contractor should be able to interface with various federal, state and local agency systems to determine the eligibility and qualifications of providers and to confirm the identity of eligible professionals. The Contractor will be required to develop and implement an integrated mechanism to provide DSS staff access to validations and verifications in the Medicaid Provider screening process.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Social Services, Division of Medical Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Social Services, Division of Medical Services. The reference number for the transaction is RFP #2045. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested offerors must submit a **Letter of Intent** to respond to this RFP.

The Letter of Intent must be submitted to Mark Close via email at Mark.Close@state.sd.us. Please place the following in the subject line of your email: **"Letter of Intent for RFP 1/18/13"**.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	<u>1/02/2013</u>
Letter of Intent to Respond Due	<u>1/18/2013</u>
Deadline for Submission of Written Inquiries	<u>1/18/2013</u>
Responses to Offeror Questions	<u>1/30/2013</u>
Proposal Submission	<u>2/11/2013</u>
Proposal Revisions (if required)	<u>Will be identified if needed</u>
Anticipated Award Decision/Contract Negotiation	<u>2/27/2013</u>

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Department of Social Services, Division of Medical Services by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original and four identical copies of the proposal shall be submitted.

The cost proposal must be in a separate sealed envelope and labeled “Cost Proposal”.

All proposals must be signed in ink by an officer of the responder legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words “Sealed Proposal Enclosed” must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**REQUEST FOR PROPOSAL #2045 PROPOSAL DUE 2/11/2013
SOUTH DAKOTA DEPARTMENT OF SOCIAL SERVICES
ATTENTION: MARK CLOSE
700 GOVERNORS DRIVE
PIERRE, SD 57501-2291**

All capital letters and no punctuation are used in the address. The above address as displayed should be the only information in the address field.

No proposal may be accepted from, or any contract or purchase order awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.7 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.8 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.9 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Mark Close at Mark.Close@state.sd.us with the subject line “RFP #2045”.

The Department of Social Services, Division of Medical Services will respond to offeror’s inquiries via email sent from the Point of Contact listed on the coversheet of this RFP, responses will also be posted

on the DSS website at <http://dss.sd.gov/rfp/index.asp>. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.10 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.11 LENGTH OF CONTRACT

The contract start date will be mutually agreed upon by both parties with a proposed contract start date of March 1, 2013. The contract period will run through May 31, 2014 with the option to renew for two (2) additional years, in one (1) year increments at the discretion of the State.

1.12 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.13 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 STANDARD AGREEMENT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as seen in Attachment A.

3.0 SCOPE OF WORK

3.1 BACKGROUND

As of March 2012 there were 2,539 unique billing National Provider Indicators (NPIs) who had received payment during calendar year 2011 and remained enrolled with the Division of Medical Services as active providers. These payments represented services provided by 5,749 unique rendering NPIs who are enrolled as providers. In addition to these billing and rendering NPI, there are approximately 8,500 ownership, managing agent, or control interest records. There are approximately 200 applications submitted each month.

3.2 PROVIDER SCREENING

DSS will share an export of provider data with the successful offeror. The successful offeror shall utilize this data to screen providers, the person(s) with an ownership or control interest in the provider, and the agent(s) or managing employee(s) of the provider at the time of enrollment, re-enrollment, revalidation, and at the request of DSS.

The offeror's response should include a description of the sources and mechanisms utilized for each screening item, the frequency of data source updates by data source, the frequency in which results will be provided, and the time elapse between data received and returned. The offeror's proposal shall also indicate if offeror utilizes logic or rules in validation of source reliability or situations of conflicting data. If yes, the details of such logic or rules must be provided.

Screening items must include the following unless specifically noted as optional:

- 3.2.1** Confirming the identity of providers to ensure they may be considered for enrollment (optional).
- 3.2.2** Checking the National Plan & Provider Enumeration System (NPPES).
- 3.2.3** Verifying the servicing location address, which must be a street address, exists (optional).
- 3.2.4** Verifying provider has valid license(s) and certification(s) for enrollment type requested and is in good standing for the requested enrollment period directly with all issuing licensing boards and authorities, including those in more than one state based on servicing addresses. Data verified must include license and certification number(s), issuance date, and expiration date.
- 3.2.5** Utilizing current Social Security Administration Death Master File to verify social security numbers and dates of death.
- 3.2.6** Checking the List of Excluded Individuals/Entities (LEIE) to determine the exclusion status.
- 3.2.7** Checking the Excluded Parties List System (EPLS) to determine the exclusion status.
- 3.2.8** Checking Medicare Provider Enrollment, Chain, and Ownership System (PECOS) and/or other states as necessary to determine if provider has been screened in most recent 12 month period.

3.3 MONTHLY SCREENING

The successful offeror shall screen providers, the person(s) with an ownership or control interest in the provider, and the agent(s) or managing employee(s) of the provider on a monthly basis.

The offeror's response should include a description of the sources and mechanisms utilized for each screening item, the frequency of data source updates by data source, the frequency in which results will be provided, and the time elapse between data received and returned. The offeror's proposal shall also indicate if offeror utilizes logic or rules in validation of source reliability or situations of conflicting data. If yes, the details of such logic or rules must be provided.

Screening items must include the following unless specifically noted as optional:

- 3.3.1** Checking the List of Excluded Individuals/Entities (LEIE) to determine the exclusion status.
- 3.3.2** Checking the Excluded Parties List System (EPLS) to determine the exclusion status.
- 3.3.3** Verification of provider licenses including license number, issuance date, and expiration date (optional).

3.4 TRACKING SYSTEM

The successful offeror must maintain a tracking system regarding activities provided under this RFP. The offeror shall provide a web-based tool which will provide DSS staff or designated agents working on its behalf to view such information and/or an excel file or other mutually agreed upon electronic file format. DSS staff should be able to monitor screening activities and determine the status of such screens.

The offeror's response must address how tracking would be accomplished and provide samples of what the tracking tools or other data shared with DSS would look like and capture.

Data that should be tracked at a minimum include:

- 3.4.1** Status and results of items 3.2.1 to 3.2.8, inclusive.
- 3.4.2** Status and results of items 3.3.1 to 3.3.3, inclusive.
- 3.4.3** Communications sent and received as it pertains to 3.4.1 and 3.4.2.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1** The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3** The offeror **MUST** submit a copy of their most recent independently audited financial statements.
- 4.4** Provide the following information related to at least three previous and current service/contracts performed by the offeror's organization which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years:
 - a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and

c. A brief, written description of the specific prior services performed and requirements thereof.

4.5 If an offeror's proposal is not accepted by the State, the proposal will not be reviewed/evaluated.

5.0 PROPOSAL RESPONSE FORMAT

5.1 An original and four copies shall be submitted.

5.1.1 In addition, the offeror should provide one (1) copy of their entire proposal, including all attachments, in PDF electronic format. Offerors may not send the electronically formatted copy of their proposal via email.

5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.

5.2 All proposals must be organized and tabbed with labels for the following headings:

5.2.1 RFP Form. The State's Request for Proposal form completed and signed.

5.2.2 Executive Summary. The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

5.2.3 Detailed Response. This section should constitute the major portion of the proposal and must contain at least the following information:

5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.

5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.

5.2.3.3 A clear description of any options or alternatives proposed.

5.2.4 Cost Proposal. Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

The cost proposal must be submitted in a separate sealed envelope labeled "Cost Proposal" as outlined in section 1.5 of this RFP.

See section 7.0 for more information related to the cost proposal.

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:

- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
 - 6.1.2 Cost of proposed solutions for both mandatory and optional services;
 - 6.1.3 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
 - 6.1.4 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
 - 6.1.5 Availability to the project locale;
 - 6.1.6 Familiarity with the project locale;
 - 6.1.7 Proposed project management techniques; and
 - 6.1.8 Ability and proven history in handling special project constraints.
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
 - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

7.0 COST PROPOSAL

The offeror shall include a cost proposal in the prescribed format in Attachment B. Cost proposals shall include an itemized cost per screening for mandatory requirements in Section 3.2. An itemized cost per screening for optional services in Section 3.2 must be priced separately. Cost proposals shall include an itemized cost for mandatory requirements for monthly updates as provided for in Section 3.3. An itemized cost per screening for optional services in Section 3.3 must be priced separately. If services in Section 3.3 are part of the costs charged in Section 3.2, please note this in the proposal.

Cost proposals for solutions which exceed the mandatory or optional requirements outlined in Sections 3.2 and 3.3 should be separate.